

Importing publications from a file

If you have a list of publication references in a RIS or BibTeX format, you can import these directly to the UWA Profiles and Research Repository.

These instructions describe the process of logging into the UWA Profiles and Research Repository and demonstrate how you can import publication details with a RIS or BibTeX file.

Login to start:

1. Go to the [UWA Profiles and Research Repository](#)
2. Click on **login to the UWA Profiles and Research Repository here**.
3. Log in with your UWA Office365 login details. `staffnumber@uwa.edu.au` and PHEME password, or `studentnumber@uwa.edu.au` and PHEME password

Welcome to the UWA Profiles and Research Repository

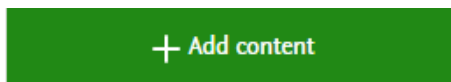
The UWA Profiles and Research Repository is an open platform where you can discover UWA staff, find information about their research, teaching, grants, and activities, and access their research outputs.

UWA Staff and HDR students can [log in to the UWA Profiles and Research Repository here](#).

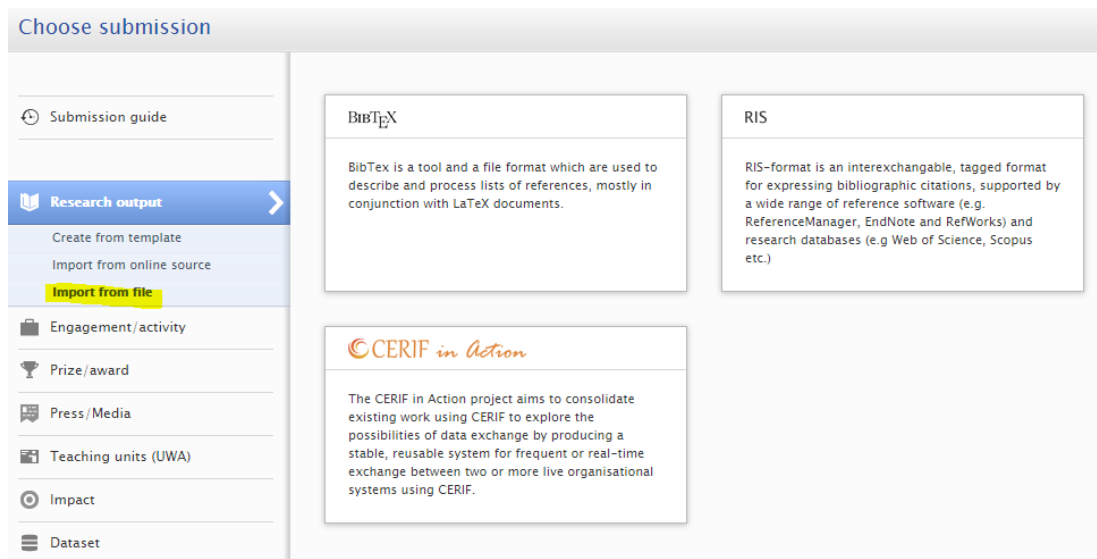
For further assistance please contact staffsupport-lib@uwa.edu.au (for staff) and hdrsupport-lib@uwa.edu.au (for students)



1. Once logged in, click the green **Add content** button.



2. Select **Research output**, then **Import from file**.



Choose submission

- Submission guide
- Research output**
 - Create from template
 - Import from online source
 - Import from file**
- Engagement/activity
- Prize/award
- Press/Media
- Teaching units (UWA)
- Impact
- Dataset

BIBTEX

BibTeX is a tool and a file format which are used to describe and process lists of references, mostly in conjunction with LaTeX documents.

RIS

RIS-format is an interchangeable, tagged format for expressing bibliographic citations, supported by a wide range of reference software (e.g. ReferenceManager, EndNote and RefWorks) and research databases (e.g. Web of Science, Scopus etc.)

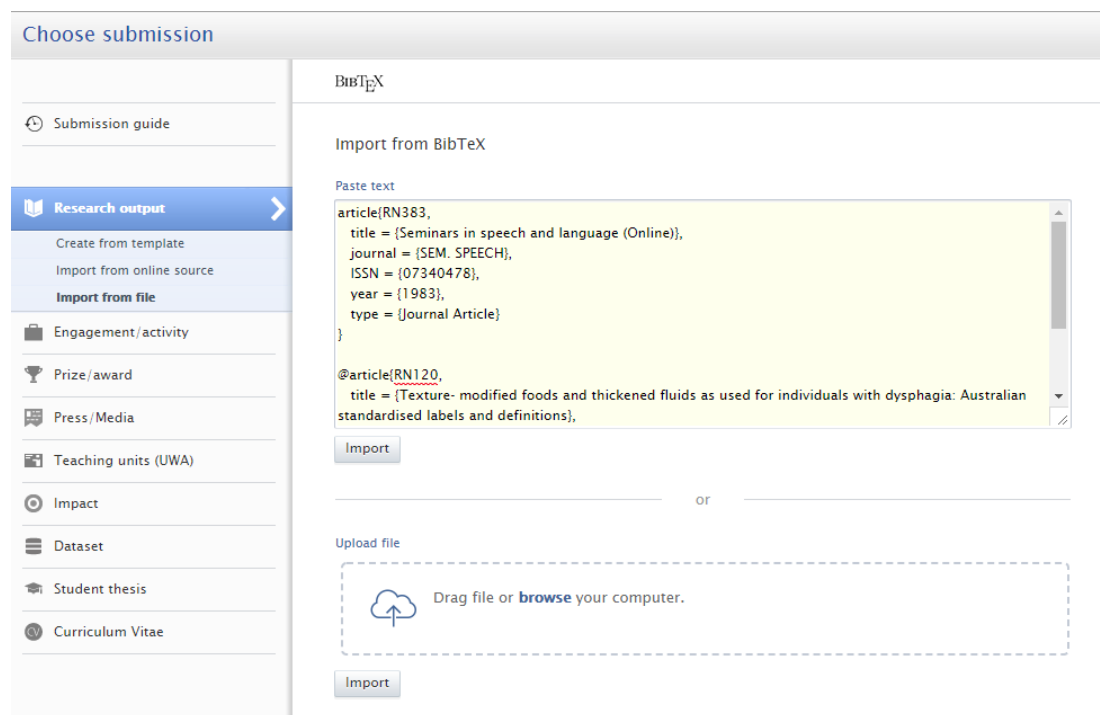
CERIF in Action

The CERIF in Action project aims to consolidate existing work using CERIF to explore the possibilities of data exchange by producing a stable, reusable system for frequent or real-time exchange between two or more live organisational systems using CERIF.

3. Select the file format from the options available (i.e. BibTeX, RIS or CERIF).
4. Import the publication details in either one of the following ways:
 - Option one: Pasting the text; OR
 - Option two: Uploading the file from your computer

Option One: Pasting the text

- a. Copy and paste the text from the file into the **Paste text** field.



Choose submission

Submission guide

Research output

- Create from template
- Import from online source
- Import from file**
- Engagement/activity
- Prize/award
- Press/Media
- Teaching units (UWA)
- Impact
- Dataset
- Student thesis
- Curriculum Vitae

BibTeX

Import from BibTeX

Paste text

```
article[RN383,  
  title = {Seminars in speech and language (Online)},  
  journal = {SEM. SPEECH},  
  ISSN = {07340478},  
  year = {1983},  
  type = {Journal Article}  
]  
  
@article[RN120,  
  title = {Texture- modified foods and thickened fluids as used for individuals with dysphagia: Australian  
  standardised labels and definitions},
```

Import

or

Upload file

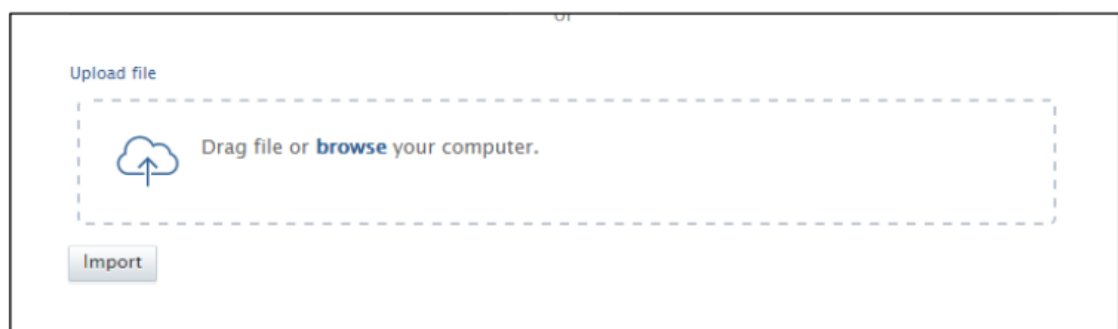
Drag file or **browse** your computer.

Import

- b. Click **Import**. A list of publication details within the pasted text will appear in the search results. Proceed to step 5.

Option Two: Uploading the file

- a. Click **Drag file or browse your computer** to upload the file from your computer.



Upload file

Drag file or **browse** your computer.

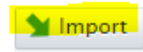
Import

- b. Locate the file from your computer and click **Open**.
 - c. A list of publication details contained in the file will display in the search results.
5. For each publication record in the search results, click the **Import** button (or **Remove** button if there is a notification alerting you that it is a potential duplicate. You may need to double check that it is, in fact a duplicate before removing the record from the list).

Seminars in speech and language (Online)

1983. SEM. SPEECH

Article

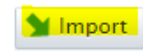


Remove

Texture- modified foods and thickened fluids as used for individuals with dysphagia: Australian standardised labels and definitions

2007, vol. 64, p. 553-576. Nutrition & Dietetics DOI.

Article



Remove

6. Check that the Author and affiliation details are correct (you can also edit this information in the next step). Click **Import & Review** at the bottom of the page.
7. Check that all mandatory fields marked with a red asterisk are complete. The **Managing organisational unit** will automatically populate with your current UWA affiliation. If the affiliation is not automatically populated, you can manually add it by typing your current UWA affiliation and selecting it from the drop-down list.

Publication managed by ⓘ

Managing organisational unit *

+ UWA Medical Sch

1 - 10 / 25

UWA Medical School
Health and Medical Sciences
Organisational unit: School

UWA Centre for Medical Research
Deputy Vice-Chancellor (Research)
Organisational unit: Centre

Rural Clinical School

8. Click the **Save** button at the bottom of the record.

Remember: When updating fields in your profile, the **Create** or **Update** button will apply your changes, but you will still need to press the blue **Save** button to retain any changes (this is always located at the bottom of the record window).

